DOCUMENT RESUME

ED 317 726 CE 054 416

TITLE	The Training of Trainers in Ireland: A Documentary Dossier.
INSTITUTION	European Centre for the Development of Vocational Training, Berlin (West Germany).
REPORT NO	ISBN-92-825-7604-3
PUB DATE	87
NOTE	86p.; For other documents in this series, see CE 054 415-418.
AVAILABLE FROM	UNIPUB, 4661-F Assembly Drive, Lanham, MD 20706-4391 (Catalogue No. HX-49-87-511-EN-C: $5.00).
PUB TYPE	Reference Materials - Directories/Catalogs (132) -- Reference Materials - Bibliographies (131)
EDRS PRICE	MF01/PC04 Plus Postage.
DESCRIPTORS	Continuing Education; Foreign Countries; *Industrial Training; Inservice Education; *Job Training; Postsecondary Education; *Professional Development; Secondary Education; Staff Development; *Teacher Education; Teacher Education Programs; *Trainers; *Vocational Education Teachers; Young Adults
IDENTIFIERS	*Ireland

ABSTRACT

This document synthesizes information on the training of trainers of young people in Ireland. The report looks at the situation in Ireland in relation to career patterns, mobility in and between various types of trainers (those in companies, in training organizations, and in the vocational education system), as well as the provision of inservice and preservice training. The report provides information to researchers and practitioners on material available on the subject and the points of contact for further information in member states of the European Community. The document is organized in four sections. The first section lists and describes organizations specializing in the training of trainers in Ireland and the United Kingdom and describes 26 Irish organizations that include the training of trainers as part of their function. The second section focuses on third-level education for Irish trainers, including structure of third-level education, training of technical trainers, and further development/inservice education. The third section describes a few software packages for trainers, and the final section is an annotated bibliography of 29 items. (KC)

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CEDEFOP Document

The training of trainers in Ireland: A documentary dossier

European Centre for the Development of Vocational Training

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CEDEFOP Document

The training of trainers in Ireland:
A documentary dossier

Compiled by:
AnCO — The Industrial Training Authority
1986

First edition, Berlin 1987

Published by:

CEDEFOP — European Centre for the Development of
Vocational Training
Bundesallee 22, **D-1000 Berlin 15**
Tel. (030) 88 41 20, Telex 184 163 eucen d, Telefax (030) 88 41 22 22

The Centre was established by Regulation (EEC) No 337/75
of the Council of the European Communities

Cataloguing data can be found at the end of this publication.

Luxembourg: Office for Official Publications of the European Communities, 1987

ISBN 92-825-7604-3

Catalogue number: HX-49-87-511-EN-C

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Printed in Belgium

CEDEFOP-Introduction

This volume is one of a series of bibliographies/documentary dossiers on the theme of "Training of Trainers" prepared by the members of CEDEFOP's Documentary Information Network. More information on the network is contained in a note at the end of this volume. Dossiers/bibliographies on this theme are available for Belgium, Denmark, Germany, France, Ireland, the Netherlands and the United Kingdom.

The purpose of these dossiers/bibliographies is to provide information to researchers and practitioners on what material is available on the subject and what the points of contact for further information in Member States, are. CEDEFOP does not have the resources to translate the material sent by members of the network and each volume is, therefore, in the language in which it was prepared. It should be noted, however, that the summaries/abstracts are provided in English, French or German, and that also for each publication mentioned there are descriptors, drawn from CEDEFOP's multi-lingual Training Thesaurus (the Thesaurus has already been published in English, French, German and Italian, while a Portugese version has been completed, and Greek and Spanish versions are in preparation). Because of the length of some of the dossiers, they have not all been published in their entirety. In these cases, the omitted sections are listed in the table of contents and are available from CEDEFOP on request.

These bibliographies/dossiers are also seen as a support to CEDEFOP's on-going work on the theme "Training of Trainers". A brief description, together with an order form, of the first set of publications produced by CEDEFOP on the theme can be found at the end of this volume. CEDEFOP also assisted in the organisation of a conference in Athens on the theme in November 1985, and a detailed report on this conference in Greek has been published, while a summary in English is also available.

At the request of the European Commission, in 1986 CEDEFOP produced a working paper on the subject for the members of the Commission's Advisory Committee on Vocational Training. This paper is available in English, French and German. Further unpublished working documents available from CEDEFOP include "A European Training Manager - Background, Concept and Profile" (English and French), 1985, and "Training of Vocational Trainers in Denmark - Developments over the last three years" (Danish and English), 1985.

In continuing its work on the subject of "Training of Trainers", CEDEFOP has now launched a series of studies in connection with the training of trainers in six Member States, and results are expected in mid-1988.

Further information concerning these activities can be obtained from Mme. Fernanda Oliveira Reis, Herr Norbert Wollschläger or Mr. Michael Adams.

Corrado Politi
Deputy Director

Berlin
September 1987

Introduction

Cet ouvrage fait partie d'une série de bibliographies et de dossiers documentaires sur la "Formation des formateurs" préparés par les membres du réseau documentaire du CEDEFOP. De plus amples renseignements sur le réseau figurent dans une note, à la fin de ce volume. Les dossiers et bibliographies sur ce sujet sont disponibles pour la Belgique, le Danemark, la République fédérale d'Allemagne, la France, l'Irlande, les Pays-Bas et le Royaume-Uni.

Leur but est de faire connaître aux chercheurs le matériel disponible et de leur faire savoir où ils peuvent s'adresser dans les Etats membres pour obtenir de plus amples informations sur ce sujet. Le CEDEFOP n'a pas les moyens financiers de faire traduire les documents envoyés par les membres du réseau et chaque ouvrage existe par conséquent dans la langue dans laquelle il a été rédigé. Il faut cependant souligner que les résumés sont disponibles en anglais, français ou allemand et que pour toute publication mentionnée, il existe des descripteurs extraits du thesaurus multilingue de la formation du CEDEFOP (le thesaurus a déjà été publié en anglais, français, allemand, italien et portugais ; les versions grecque et espagnole sont en cours de rédaction). En raison de leur longueur, certains dossiers n'ont pas été publiés dans leur intégralité : les parties omises sont alors répertoriées dans la table des matières et disponibles sur demande au CEDEFOP.

Ces bibliographies et dossiers servent aussi de supports aux travaux actuels du CEDEFOP sur la "Formation des formateurs". Une brève description des premières publications du CEDEFOP parues sur ce sujet se trouve à la fin de cet ouvrage, accompagnée d'un bon de commande. Le CEDEFOP a également participé à l'organisation d'une conférence réunie sur ce thème à Athènes, en novembre 1985; un compte rendu détaillé a été publié en grec et un résumé est disponible en anglais.

A la demande de la Commission européenne, le CEDEFOP a réalisé en 1986 un document de travail sur la "Formation des formateurs" destiné aux membres du Comité consultatif pour la formation professionnelle auprès de la Commission. Ce document existe en anglais, français et allemand. Parmi d'autres documents de travail non publiés et disponibles au CEDEFOP, il est possible de citer "Le responsable européen de la formation - Arrière-plan, concept et profil" (en anglais et en français), 1985 et "Training of vocational trainers in Denmark - Developments over the last three years" (en danois et en anglais), 1985.

Dans le cadre de ses travaux sur la "Formation des formateurs", le CEDEFOP a lancé une série d'études sur ce sujet dans six Etats membres et les résultats sont attendus pour juin 1988.

Il est possible d'obtenir de plus amples informations concernant ces activités auprès de Madame Fernanda Oliveira Reis et de Messieurs Norbert Wollschläger et Michael Adams.

Berlin, septembre 1987

Corrado Politi
Directeur adjoint

EINLEITUNG

Dieser Band gehört zu einer ganzen Reihe von Bibliographien und Dokumentationen zum Thema "Ausbildung der Ausbilder", die von den Partnern des CEDEFOP-Netzwerks der Dokumentationsdienste zusammengestellt worden sind. Zusätzliche Informationen über dieses Netzwerk finden sich in einer Anmerkung am Ende dieses Bandes. Es liegen Dossiers und Bibliographien zum Thema für die Länder Belgien, Dänemark, Deutschland, Frankreich, Irland, die Niederlande und das Vereinigte Königreich vor.

Diese Dokumentationen und Bibliographien sollen Forschung und Praxis darüber unterrichten, was für Material zum Thema vorliegt und wo Kontaktstellen für weitere Informationen in den Mitgliedstaaten zu finden sind. Das CEDEFOP verfügt nicht über die erforderlichen finanziellen Mittel, um das von den Partnern seines Netzwerks eingesandte Material zu übersetzen; deshalb stehen die einzelnen Bände jeweils nur in der Sprache zur Verfügung, in der sie verfaßt worden sind. Es ist jedoch darauf hinzuweisen, daß die Zusammenfassungen und Kurzreferate auch in englischer, französischer oder deutscher Sprache zu haben sind und daß es für jede der genannten Veröffentlichungen Deskriptoren gibt, die dem mehrsprachigen CEDEFOP-"Thesaurus Berufsbildung" entnommen sind (der Thesaurus ist bereits in Englisch, Französisch, Deutsch und Italienisch erschienen, eine portugiesische Fassung ist bereits fertiggestellt, und griechische und spanische Versionen sind in Vorbereitung). Einige Dossiers konnten wegen ihres Umfangs nicht vollständig veröffentlicht werden. Die weggelassenen Teile wurden in diesen Fällen im Inhaltsverzeichnis aufgeführt und sind beim CEDEFOP auf Anfrage erhältlich.

Diese Bibliographien und Dokumentationen sollen außerdem dazu dienen, die weitere Arbeit des CEDEFOP zum Thema "Ausbildung der Ausbilder" zu unterstützen. Eine kurze Beschreibung des ersten Teils der vom CEDEFOP zum Thema herausgegebenen Veröffentlichungen findet sich zusammen mit einem Bestellformular am Ende dieses Bandes. Das CEDEFOP war darüber hinaus an der Ausrichtung einer Konferenz beteiligt, die im November 1985 in Griechenland zu diesem Thema stattgefunden hat; es wurde ein ausführlicher Konferenzbericht in griechischer Sprache veröffentlicht; ferner ist ein zusammenfassender Bericht in englischer Sprache erhältlich.

Auf Ersuchen der EG-Kommission verfaßte das CEDEFOP im Jahre 1986 für die Mitglieder ihres Beratenden Ausschusses für die Berufsausbildung zu diesem Thema ein Arbeitsdokument. Es ist in englischer, französischer und deutscher Sprache erhältlich. Unter anderen, unveröffentlichten Arbeitsdokumenten kann beim CEDEFOP die Broschüre "A European Training Manager - Background, Concept and Profile", 1985 (in englischer und französischer Sprache), und "Training of Vocational Trainers in Denmark - Developments over the last three years", 1985 (in dänischer und englischer Sprache), bezogen werden.

In Fortführung seiner Arbeit an dem Thema "Ausbildung der Ausbilder" hat das CEDEFOP inzwischen eine ganze Reihe von Untersuchungen in sechs Mitgliedstaaten begonnen; Ergebnisse werden für Mitte 1988 erwartet.

Weitere Informationen über diese Arbeit sind bei Frau Fernanda Oliveira Reis, Herrn Norbert Wollschläger oder Herrn Michael Adams erhältlich.

Corrado Politi
Stellvertretender Direktor

Berlin
September 1987

PREFACE

The training of trainers has been highlighted by the European Commission as a key issue in the development and improvement of training within the member states: A point noted in CEDEFOP's working document on the Training of Trainers which says:

> "The Education and Training of trainers is not an optional luxury, but an essential step, if (Training) Policy objectives ... are to be achieved".
>
> (V/1381/85/Rev. 2. p.1.)

Trainers are subject to continual change in attitudes towards training, training techniques, course content and scope and workplace technology. In order to cope with these changes it is important that trainers have access to training which will cover present trends and anticipate future developments.

In response to this situation CEDEFOP requested the compilation of a Dossier on the training opportunities for Trainers in each member state. "The Training of Trainers in Ireland" is the result of this request.

NOTE: For the purpose of this dossier, the word trainer represents training managers and instructors in industry and technical and vocational teachers within the educational system.

METHODOLOGY

In view of the terms of reference of the Dossier - namely the Training of Trainers in Ireland - the initial approach taken was to establish the level of documentation available concerning this area.

A preliminary search revealed very few documents which dealt directly with this subject apart from the report by Sue Leigh Doyle and Brenda McGennis done in 1983 for CEDEFOP : 'The Vocational Trainer of Young People'.

To counter this problem, a decision was taken to carry out additional field research to establish accurate, up-to-date information on the training of trainers in Ireland. A mail questionnaire survey was executed to this end. Interviews and telephone calls were also used. Where contact was not made with organisations, names and addresses were obtained from previous CEDEFOP material.

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I.

TRAINING OF IRISH TRAINERS

Although a sizeable proportion of Irish Trainers are in the Vocational Education Sector, the majority of trainers in Ireland are based in Industry and the Service Sector. For this reason, much of the training of trainers in Ireland occurs within industrial and semi-state concerns. Training of Trainers within industry can be organised by professional organisations which specialise in the training of trainers or by the organisations in which the trainers work.

1. Organisations Specialising in the Training of Trainers in Ireland and the United Kingdom

1. IRELAND

Irish Institute for Training and Development (IITD)
59 Lansdowne Road
Ballsbridge
Dublin 4

Telephone: (01) 686233

This professional body, set up in 1969, caters for personnel involved in training and development in the fields of Education and Commerce.

The IITD runs a three year diploma course in training and development which is due to gain NCEA (National Council for Educational Awards) National Diploma standing in 1987. There are four venues for the training and development programme:

Dublin:	College of Commerce, Rathmines
Limerick:	School of Professional and Management Studies
Cork:	Regional Technical College
Galway:	Regional Technical College

The Institute is also considering a system of accreditation whereby trainers who attend courses can build up credits towards a recognised qualification.

2. UNITED KINGDOM

Institute for Training and Development (ITD)
5 Baring Road
Beaconsfield
Bucks HP9 2NX
England

Telephone: (04946) 3994

Irish Trainers attend courses run by the ITD. The Institute also offers correspondence courses, namely 'The Certificate in Training Development' and 'The Diploma in Training Management'.

2. Irish Organisations which include the Training of Trainers as Part of their Function

1. ACOT

The Council for Development in Agriculture
Frascati Road
Blackrock
Co Dublin

Telephone: (01) 385361

ACOT, The Council for Development in Agriculture is the national advisory and training body for the Agricultural Sector. Established under the Agricultural Acts (1977) ACOT replaced and integrated the Advisory Services previously provided by the 27 County Agricultural Committees and the Education and Specialist Advisory Services of the Department of Agriculture.

ACOT's Training and Education Programmes (provided by Agricultural Advisers and Education Officers) cover a broad spectrum of agricultural concerns, ranging from basic Farm Skills to specialised Husbandry/Cultivation and Farm Enterprise Management.

Training of Trainers

In-service Training is provided each year for Advisers located in Regional Offices and Colleges. These courses which vary from year to year, are run by Technical and Educational

specialists from within ACOT and from other bodies such as University College Dublin and the Agricultural Research Institute.

ACOT Education Officers also attend External Courses to update their skills. Course organisers utilised to this end are the Agricultural Training Board (UK), and St Patricks College, Maynooth. In general, ACOT specialists are responsible for determining their own training needs and relevant training is provided. Specialists also go on study trips, two of which are sponsored by Kellogs.

Training Development has become an increasing priority within ACOT. A fact illustrated by the Staff Development budget increase of £200,000 between 1980 and 1985.

2. Aer Lingus

Training Section
Corballis House
Dublin Airport
Co Dublin

Telephone: (01) 370011

Aer Lingus the international airline company is the national flag carrying airline of the Republic of Ireland. Established in 1936, it has developed as a major airline and employs over 6,000 people.

Aer Lingus employs 40 full time trainers plus supervisory staff who would be involved in training on a part-time basis.

Trainers are recruited from within Aer Lingus, one to two people being recruited every year. Much of the training activity takes place during the winter months. Qualities expected of trainers are: job skills, credibility, social skills and analytical skills.

Training of Trainers

The in-company training of trainers is diverse, but may generally be divided into two areas:

1. Technical Training

2. Centralised training - including customer services, management, supervisory and sales.

Aer Lingus uses a "train the trainer" procedure for trainers comprising three major steps:

1. A person is matched with an experienced trainer as an "understudy" in order to learn.

2. The "training the trainer" course is then implemented:- This is a basic instructor course which is well established.

3. Further specialisation is derived abroad - using various training organisations.

   e.g. Shepard - Moscow Associates and BACIE in the U.K.
   Practical Management Associates in the U.K.

Other specialist organisations are used for training in the more technical sphere.

3. Agency for Personal Services Overseas (APSO)
29 Lower Baggot Street
Dublin 2

Telephone: (01) 761571

Established in 1974 to promote personal service by Irish people in developing countries. The Agency co-operates with various bodies in providing orientation courses together with language and skills training for those about to serve overseas. During the 1985 and 1986 period APSO in conjunction with AnCO facilitated a training programme for Trainers from Industry in the Third World.

4. Allied Irish Banks (AIB

Bankcentre Training Department
P.O. Box 452
Ballsbridge
Dublin 4

Telephone: (01) 688355

The Allied Irish Bank, one of the Big Four Irish Associated Banks provides a comprehensive range of banking services through its operational divisions; domestic, international; industrial and merchant banking.

The bank employs 9,859 people. Training in A.I.B. is carried out by 20 full time trainers.

Training of Trainers

The training of training staff is carried out through in-company courses and by external organisations such as The Institute of Public Administration and The Irish Management Institute.

5. AnCO - The Industrial Training Authority
27/33 Upper Baggot Street
Dublin 4

Telephone: (01) 685777

AnCO - The Industrial Training Authority is the largest Training Body in Ireland. Established under the Industrial Training Act (1967), AnCO is responsible for Training and Apprenticeship at all levels of Industry and Commerce (excluding Professions and The Primary Sectors of the Agricultural, Horticultural and Fishing Industries).

AnCO training provision is made through three main divisions These are; Direct Training, External Training and the Training Advisory Service. Approximately 40,000 people were trained by AnCO in 1984.

Training of Trainers

AnCO's direct training activities are carried out by Instructors. The majority of instructors join AnCO as skilled craftspersons who have served their apprenticeship and have a number of years work experience in their trade. On joining AnCO there are three types of training programmes run by the Staff Development Department which instructors undertake:-

(1) Basic Induction Training Programme
(2) Core Instructor Training Programme
(3) Advanced Instructor Training Programme

(1) Induction

This three day programme is provided for all staff who join AnCO. Its purpose is to provide an introduction to AnCO and its various divisions.

(2) Core Instructor Training Programme

Instructors undertake a three week training programme in AnCO's Head Office in Dublin following an initiation period in their training centres. The course aims to provide participants with an opportunity to develop:-

(i) Their understanding of the role of the training instructor.

(ii) The basic skills knowledge and attitude that contribute to effective instruction.

The course consists of two modules. The first module runs for ten days and is followed by a return to instruction at training centres for two or three weeks. Instructors then return to Head Office for a final five day module.

Instructors are asked to complete assessment forms at the end of the overall training period. Course organisers make a follow-up visit to each instructor during the first two modules and after the course to

review the practical application of what has been learned and to examine the practical usefulness of the instructor training programme.

(3) Advanced Instructor Training Programme

Instructors undertake an Advanced Instructor Training programme after approximately two years in the organisation. The focus of this course is on supervision of learning.

A 'Personal Effectiveness Training' Programme for Instructors is also run by AnCO in conjunction with Foroige.

Each Division in AnCO has a Training Officer who is responsible for the Training and Development of all staff in that section. AnCO runs a Training Officers course for AnCO staff members who are acting in a Training Officer capacity.

AnCO undertakes trainer training for other organisations both in Ireland and Overseas. AnCO Trainer training in Ireland takes the form of short courses such as the 'Training Management' and 'Trainer Development Programme' and a Training Advisory Service for Training Managers in Industry.

Overseas Trainer Training includes the 'Management of Industrial and Vocational Training' (MIVT) which is run under the Bi-Lateral Scheme in conjunction with DEVCO (Egypt and Libya) and the Craft Instructor Apprentice Master Course (in France and Germany).

Future Trends in Training of Trainers in AnCO

It is hoped that new developments in the training of trainers in AnCO will be brought about in the following areas. Such training it is hoped would reach to some sort of certification from an educational body - however such a system is still at the planning stage.

		Current further education options in the are of training and education
Core Trainer Skills	- Basic Trainer Course - Training for Personal Effectiveness - New technology in training - Counselling Skills Course - Training Design Workshop - Managing training resources	- Diploma in Training and Development - Diploma in Adult Learning
Technical Education	- Computer literacy - Specific Application of technology	- Further Education Teachers Certificate - Certificate in Training and Education
Non Technical Training	- Marketing your training - Trainee Selection Workshop - Industrial Projects	- Diploma in Training Management

6. Bank of Ireland

Training Centre
91 Pembroke Road
Dublin 4

Telephone: (01) 609144

The Bank of Ireland, one of the Associate Banks, has a banking network of five hundred offices (in Ireland and Overseas) assets of over six and a half million pounds and a staff of about eight and a half thousand. Much of the Banks Training is done in-house where Bank of Ireland Trainers cater for staff at all levels.

Qualifications required for recruitment as a Trainer are line experience, good appearance and presentation, technical training and a liking for people.

Training of Trainers

All Trainers receive initial training in the necessary skills. Thereafter all are required to attend at least one course per annum. External organisations attended include The Institute of Public Administration, The Irish Management Institute, The Institute of Bankers and BACIE (UK).

7. An Bord Altranais (Nursing Board)
11 Fitzwilliam Place
Dublin 2

Telephone: (01) 609788

Established under the nurses acts 1950-1961. Functions include examination and registration of nurses, approval of hospitals as training hospitals and provision of post-basic nursing courses.

Training is carried out by Education and Assistant Education Officers. There are five full time trainers catering for registered nurses. A nurse tutors diploma (two year university course) is a required qualification for nursing board trainers.

Training of Trainers:-

This is carried out externally - mainly abroad e.g. Guildford University, Surrey, UKCC refresher courses, California State University, Long Beach U.S.A. Such training is received by about four trainers per annum.

8. Bord Iascaigh Mhara (B.I.M.)
(Irish Sea Fisheries Board)
Crofton Road
Dun Laoghaire
Co Dublin

Telephone: (01) 855544

Bord Iascaigh Mhara is the state agency with primary responsibility for the overall development of the fishing Industry. It provides a wide range of financial, technical, resource development, and marketing services for all Sectors of the Fishing Industry from catching, to processing and marketing.

Training in B.I.M. is done by Training Instructors/ Executives . There are 15 trainers employed, 7 of these train on a part-time basis.

Training of Trainers:

An in-company staff development programme for training staff is conducted annually. Trainers also attend courses run by the Sea Fish Industry Authority (SFIA) Hull, England; an organisation which specialises in training in fishing gear technology and the British Merchant Navy Board London which provides training for instructors in safety and survival.

A.G.E.A.M. France and B.I.M. arrange exchange visits for Irish Fishery Instructors. Approximately six trainers per year participate in this exchange programme.

9. CERT

The State Training Agency for Hotels, Catering and Tourism
Lansdowne House
Lansdowne Road
Dublin 4, Ireland

Telephone: (01) 602300

CERT is the state agency responsible for the vocational training of personnel in the hotel, catering and tourism industry, with priority for the needs of the tourism sector.

CERT's role is to ensure quality and high operational standards in the Industry and to develop a fully trained workforce. It carries out this role through in-company and formal certification college training, course development/certification and a training advisory service.

There are approximately 40 Training Advisers employed by CERT. The background of these trainers varies according to the particular area in which they are involved: Qualifications include craft qualifications (City and Guilds), management education (Shannon school, Cathal Brugha St.), specific technical and educational qualifications, and general experience in the field.

Training of Trainers

A range of in-company training programmes are provided by CERT including the Instructor Training Programme which is a 6 day prepared course in packaged form.

10. Civil Service Training Centre (CSTC)
Lansdowne House
Lansdowne Road
Dublin 4

Telephone: (01) 779601

In the Civil Service Training Centre there are 16 full time trainers (known as Training Officers). Much of the Centre's training takes place within the various departments of the civil service on a consultancy basis, training often being provided by or in conjunction with non CSTC personnel.

Most trainers in CSTC are recruited by competition on a 4-5 year contract and subsequently receive a wide range of training and development in training techniques (e.g consultancy skills, and information technology) depending on the courses in which they will be engaged.

Training of Trainers

The Civil Service Training Centre provides basic and specialist subject training from its own resources and provides in-house training by specialists from abroad. All trainers receive training from abroad on a regular basis. Organisations used include BACIE, Lancaster University, Civil Service College Sunningdale (U.K.), and the Federal Employers Institute Charlottsville, USA. All trainers receive at least one week training per, year while on going development is carried out by means of in-house learning groups.

11. Coras Iompair Eireann (National Transport Agency) (CIE)
Staff Training Section
6 Lower Gardiner Street
Dublin 1

Telephone: (01) 748702

Coras Iompair Eireann is the main authority for the provision of transport within the state.

Staff training in C.I.E. is carried out by 30 trainers who are full time and 10 others who train part-time. These Trainers cater for all C.I.E. staff including engineering and electrical apprentices.

Training of Trainers

In-service training for instructors is provided in the Central C.I.E. staff development and training centre.

External training courses include, AnCO Instructor Training Programme and various courses in the U.K.

12. The Defence Forces

Army Headquarters Training Section
Parkgate Street
Dublin 8

Telephone: (01) 774301

The Defence Forces consist of the Permanent Defence Force and the Reserve Defence Force. These establishments provide for about 18,000 to 22,200 staff members of all ranges.

The Defence Forces organise their own training and provide technical training for a wide variety of technicians and craftsmen employed in its services in corps and services training schools. The army apprentice school provides a three year basic trades training for fitter armourer, motor mechanic, carpenter and electrician and radio mechanic.

The army lays down certain qualifications for trainers, namely, the senior trade certificate and relevant teaching experience.

Training of Trainers

Training of trainers is mainly catered for by Department of Education courses and by army run courses on the operation of new equipment.

13. Electricity Supply Board
Training School
73-79 Lower Mount Street
Dublin 2

Telephone: (01) 765831

The E.S.B. was established in 1927 under the Electricity Supply Act of that year. The E.S.B. manages and preserves the shannon fisheries and also carries out extensive commercial operations in salmon and eels at other sites.

Training in the E.S.B. is carried out in three main centres:-

1. Manpower Division, Mount Street, Dublin
2. Power Plant, Ringsend
3. Distribution, Portlaoise

In all, the training centres have a capacity to train 450 people. The E.S.B. also caters for apprentices on a four year training system.

There are 60 trainers in the E.S.B.
53 technical trainers
7 management trainers

All trainers are recruited internally. An academic qualification is required to become a Trainer. Other qualities sought are credibility, maturity and broad work experience.

Training of Trainers

The E.S.B. runs a 52 week course involving training in each aspect of the training function i.e. from setting objectives through to evaluation. These courses are run to enable people to further themselves in training and to gain a more advanced level of qualification.

For training managers, inservice training is carried out externally. BACIE in the UK and the Management Centre Europe, Brussels, are examples of external centres used for this purpose. Such centres are used because of their broad based approach to training and the variety of courses on offer.

Trainers are to a large extent responsible for their own development and identifying their own needs. Thus they are encouraged to attend appropriate courses when the need arises.

Within the E.S.B. there is a strong emphasis on communications training for trainers. Such courses are also run for external organisations. The E.S.B. is involved in training for overseas clients in developing countries. For example a six month Instructor Training course is currently being run in the Sudan.

14. Foroige

The National Youth Development Organisation
Irish Farm Centre
Bluebell
Dublin 12

Foroige, formerly known as Macra na Tuaithe was founded in 1952. The purpose of this national voluntary organisation is the development of young people through active involvement in society. Run on a community basis with the club as the basic unit, Foroige operates eight youth development programmes which range from life skills and leadership to science and agriculture.

Foroige training activities cater for adult leaders, youth and community group leaders and professional groups. There are 21 full-time and 21 part-time professional trainers in Foroige. In addition to the professional trainers there are approximately 100 voluntary part-time trainers who conduct training for volunteer adult leaders and members.

Training of Trainers

Participation in a 'Training the Trainer' Programme (run by Foroige professional training staff) is a necessary requirement for qualification as a voluntary trainer. Foroige professional trainers also undergo in-service training. All trainers participate in training programmes for at least 10-12 days per annum. External bodies attended for this purpose include the IMI, Aer Lingus, University of Leeds, University of Surrey, and Deevey Training and Development Human Resource specialists (USA).

15. Guinness Training

Arthur Guinness Son & Co (Dublin) Ltd.
St James Gate,
Dublin 8

Telephone: (01) 756701

Guinness Ireland Ltd. was formed in 1977 to manage and control the expanding range of Guinness group interests in the Republic of Ireland. These interests cover the brewing of stout and ale for both home and export markets, the manufacture and distribution of soft drinks, wine and spirits, meat processing, light engineering, cruising and computing services.

Guinness employs 3,700 people (1984 figures). Training at Guinness is carried out by training officers/instructors and by supervisors and managers. There are 9 full-time instructors and 50 supervisors and managers involved in training.

Qualifications required of trainers include job experience, instructional skills and understanding of training principles and practice.

Training for Trainers:-

In-company training is given by:-

- A training manager with AnCO/IMI training managers course qualification.

- A training officer with an Irish Institute of Training and Development Diploma.

External organisations used regularly include the IMI and AnCO. Additional external courses are attended by Guinness Trainers as required.

16. Industrial Development Authority (IDA)
Wilton Park House
Wilton Place
Dublin 2

Telephone: (01) 686633/688444

The IDA was founded in 1949 as an Agency of the Department of Industry and Commerce and became an autonomous state sponsored organisation in April 1970 under the Industrial Development Act 1969. The Authority has national responsibility for the furtherance of industrial development in Ireland. Among its functions, it carries out promotion and publicity programmes, provides grants and other financial aid to new and existing manufacturing and technical service industries and provides training grants towards the cost of training workers.

The Authority employs about 700 people. Training in the IDA is done by staff development executives who cater for all staff training needs in the organisation. The required qualifications vary but most IDA Trainers have academic qualifications and relevant experience.

Training of Trainers

Training of trainers is undertaken through on-the-job experience. External organisations are also attended. These include the Guardian Business Services (UK) and the Irish Management Institute. Approximately two trainers per year attend training courses.

17. Institute of Public Administration (IPA)
57-61 Lansdowne Road
Dublin 4

Telephone: (01) 686233

The Institute of Public Administration (IPA) was founded in 1957 by a group of Public Servants. The purpose of the Institute is to improve the standard of Public Administration, develop a sense of vocation in public servants and foster mutual understanding between the public and public servants.

The IPA provides a wide range of training, education and research services, as well as publishing books and periodicals. Training activities include short courses, seminars and public lectures on public affairs and practical administration training for overseas students.

Training of Trainers

The IPA Course on training skills and techniques (see next page) is of special relevance to trainers.

Training Skills and Techniques

CT9 Training and Instructional Techniques

2 weeks - 6 October
3 November

A two-week course in two modules (with project-work between modules)

Those appointed to training posts in organisations often have to work alone and need to develop competence quickly. The aim of this course is to introduce them to modern techniques of training and in so doing enhance their capability in the training function.

Specific Objectives At the end of this course, participants will have an opportunity:

- to examine the scope and function of training and the need for a comprehensive staff development programme
- to develop a systematic approach to the identification of training needs, the statement of objectives and the design of programmes to meet these needs
- to gain insights into the learning process in adults
- to develop their own skill in using training techniques and learning aids
- to consider approaches to the evaluation of training

Content To meet these objectives, the course content includes the following subject area:

- The training function and its role in the organisation
- Approaches to identification of training needs
- Setting course objectives and design of training programmes (including on-the-job training)
- Approaches to evaluation of training
- Communication skills
- Training and Instructional Techniques (including lectures, discussion-leading, use of case studies, role playing, use of visual aids).

18. Irish Management Institute (IMI)
Sandyford Road
Dublin 16

Telephone: (01) 956911

The I.M.I. is an independent body of business personnel and firms controlled by a council elected annually from amongst its members and representative of all sections of Irish Industrial and commercial life.

To meet the needs of Irish Business, the Institute provides a comprehensive programme of management development and training. As well as the specialised management functions, it caters for the needs of small business, of the distributive sector and of specific industry groups and regional areas. Some of its courses lead to diplomas and degrees.

In 1985, all 4,150 managers attended programmes run by I.M.I. staff at the national management centre in the I.M.I. regions and in the training departments of large companies.

Training of Trainers

The I.M.I. is involved in management development and training of trainers in other countries and runs the AnCO/I.M.I. basic programme for Industrial training managers (see next page).

imi

Introduction to the Training Management Function

This 15-day programme has been jointly designed by IMI and AnCO to meet the needs of **the newly-appointed training manager.**

Most managers responsible for training in Irish industry, whether full-time or part-time, learned their job on this programme. Even those new to the field have within the short span of the programme, gained confidence in the skills needed to analyse company problems and where appropriate, produce solutions in the area of training and development. Many have made significant contributions to meeting business goals in a broader sense. All of them experienced personal growth.

Aim
It will give you the basic techniques to make training work for your organisation.

A large part of the programme will be devoted to the assessment of training needs and to the implementation of training programmes. There is also a good element of personal development in the course which helps you to gain commitment to the training function.

The approach throughout will be practical and related to your own job. To ensure relevance, you will carry out practical projects in your organisation.

Who should attend?
Managers who have taken, or will shortly take, responsibility for training in their companies, whether in a full-time or part-time capacity.

Content
- The job of the training manager
- Assessment of training needs (ATN)
- ATN case-study
- Writing ATN report
- Operator training
- Supervisory training
- Management training
- Job analysis
- Training design
- Presentation skills
- Interviewing skills
- Influence skills
- Impact of information technology

The contributors will include
Ray Leonard, Senior Specialist, Supervisory Development
Joe McAuley, Lecturer in Business Administration, RTC, Dundalk;
Ruth Handy, Senior Specialist

Aodh O Canainn, BE, MBA, *Senior Specialist.* Was Export Manager of Irish Ropes Ltd, General Manager of GI Carpets Ltd and Chief Executive of Bord na Gaeilge. Present work includes development of training professionals and in-company assignments in management development. Has extensive overseas experience including programmes in Spanish. Former Chairman of the Irish Institute of Training and Development. Publications in the area of innovation.

Programme Leader Aodh O Canainn
Senior IMI Specialist

Fee £1,446

Duration 15 days

Dates
Course 60
October 13, 14, 15, 16, 17
November 10, 11, 12, 13, 14
December 8, 9, 10, 11, 12, 1986

Code O 470 12

19. Irish Productivity Centre (IPC)
IPC House
35/39 Shelbourne Road
Dublin 4

Telephone: (01) 686244

This is an autonomous agency established by employers and trade unions to help raise productivity in Irish business. It provides two separate field services:-

- The Business Advisory Service offers help to manufacturers, distribution and services firms.

- The labour/management service seeks to develop effective participation within the firm. It also provides development and information services in support of its field operations.

The centre employs approximately 26 training personnel known as staff development personnel and mentors. These train on a part-time basis. Training caters for management/supervisory personnel in small business, unemployed/redundant managers, co-operative/community personnel, redundant graduates and school leavers, women in enterprise.

Qualifications sought in trainers are specific to the discipline.

Training of Trainers

Training for trainers is carried out at selected external training centres such as the Irish Management Institute, University College Dublin, and the Irish Institute of Training and Development.

Approximately 6-10 trainers receive this training per year. The Irish Productivity Centre has pioneeered in Ireland, the concept of "mentoring" and has designed, implemented and evaluated a range of programmes using the "mentoring" principle.

The IPC itself is concerned with the training of trainers principle and is currently undertaking a project with support from the E.E.C. on the in career training of trainers. This project will examine the relevance of particular forms of trainer development in relation to the needs of specific trainee groups with whom they operate.

20. Irish Sugar Company Ltd
St Stephens Green House
Dublin 2

Telephone: (01) 767501

The Irish Sugar Company was established in 1933 under the Sugar Manufacture Act. The company 's principal activities are Sugar and food manufacture, Animal feeds, Peat Production, Fertiliser trading, Chemicals, Machinery, and Research.

Training is carried out by training officers. There are six full-time and six part-time trainers who co-ordinate training on a local basis. In addition, in-company experts and professionals assist in training courses. Training caters for all levels of personnel: general operatives, crafts, administrative, supervisory/management and technical staff.

The required qualifications for Trainers' include the completion of suitable courses or the acquisition of a skill in the particular area where training is being conducted (e.g. chemistry, agriculture or food technology).

Training of Trainers

In-company training is attended by all personnel involved in training. External organisations used for trainer training include AnCO and the IMI.

21. National Rehabilition Board (NRB)
25 Clyde Road
Dublin 4

Telephone: (01) 684181

The Board advises the Minister for Health on all matters relating to rehabilitation and co-ordinates the work of bodies engaged in rehabilitation. It provides vocational assessment and guidance services for disabled people, arranges appropriate vocational training for them and provides them with a job placement service.

Training of Trainers

Direct training is carried out by the board in the training of trainers. National Rehabilitation Board courses for trainers are run in conjunction with AnCO.

22. Nixdorf Centre for Advanced Technology Training Ltd

P.O. Box 48
Royal House
Bray
Co Wicklow

Telephone: (01) 863779/867202

The Nixdorf training centre which was set up in April 1985, caters for participants on AnCO courses and members of public companies. The centre has six trainers known as tutors. These tutors have 3rd level qualifications in Computer Science or Business and teaching experience.

Training of Trainers

Inservice Training for trainers is carried out yearly in the form of in-company and external courses. Practical experience and workshops are also provided.

Training takes place at Nixdorf in Germany, USA and other external agencies, depending on current needs.

23. An Post (Post Office)
Training and Development Unit
Phibsboro Tower
Phibsboro Road
Dublin 7

Telephone: (01) 728888

An Post a state owned company since 1984 operates a national postal service directly employing 9,000 people with 3,000 more involved in sub post offices.

Training for An Post is carried out by Training Officers. There are 14 employed in this capacity, 10 full-time and 4 part-time.

Training Officers cater for all grades of staff within An Post. Minimum qualifications required of trainers includes the completion of the IPA instructional techniques course. A Civil Service Training Centre certificate or equivalent is also desirable.

Training of Trainers:

All trainers receive in-company training in the form of courses and seminars (e.g. communication skills, presentation skills, or video techniques).

External courses are attended to update specific skill areas. Membership of the Irish Institute of Training and Development is also provided.

24. St Patrick's College
Maynooth
Co Kildare

Telephone: (01) 285222

Training of Trainers

St Patrick's College runs two courses which are suitable for personnel involved in training and education particularly of adults:-

- Diploma course in Adult and Community Education.

This post graduate course is offered on a one year full-time and two year-part time basis. The number on each course is limited to 15. The course is suitable for all who are engaged in non-formal education, media and distance education.

- Certificate in Studies in Adult Education

This course, run in conjunction with RTE (Radio Teilifis Eireann - The Irish Broadcasting Authority) is suitable for people in training or education.

25. Shannon Free Airport Development Company Ltd (SFADCo)
Shannon Free Airport
Shannon Town Centre
Co Clare

Telephone: (061) 61555

SFADCo was established by the Irish government in 1959. In addition to its task of ensuring the development of Shannon Airport it is also involved in industrial development. SFADCo support programmes include provision of grants, business advisory services, small industry management, training factory units, enterprise centres and product development. Shannon development was also instrumental in the acceptance of micro-electronics technology by all sectors of Irish Industry.

SFADCo training caters for the managers of small businesses. Training is carried out by training officers; - five full time and five part-time. Qualifications required of SFADCo trainers are usually a degree in business studies or membership of a professional personnel/training institution.

Training of Trainers:

This is provided by specialist training organisations such as - Irish Management Institute, The Institute of Public Administration, BACIE and Guardian Business Services Ltd. (UK).

26. Telecom Eireann
St Stephens Green West
Dublin 2

Telephone: (01) 714444

Telecom Eireann is a statutory company. Established on 1 January 1984 under the Postal and Telecommunications Services Act, 1983, Telecom Eireann has responsibility for the operation of the Irish telecommunications services. These include telephone, telex and data transmission. The company employs 17,000 people. Training in Telecom is done by Technical Instructors and demonstrators and non technical tutors.

There are 110 full-time trainers employed. Trainers train technical, clerical, administrative and managerial staff. Trainer qualifications include subject matter expertise, and good communication skills.

Training of Trainers:

This takes the form of courses in instructional techniques run within the organisation:- Training officer courses, (Basic and Advanced). External courses include those run by the Irish Management Institute, the College of Industrial Relations, the Institute of Public Administration, and Equipment Manufacturers. Approximately 20 training staff per year undergo this type of training.

II. THIRD LEVEL EDUCATION FOR IRISH TRAINERS

Most Irish Trainers receive their basic training through apprenticeship and/or third level education. Third level institutions provide many trainers with a grounding in his/her subject area. This section of the dossier gives an overview of Third level educational opportunities available to trainers.

1. Structure of Third Level Education

Following a period of remarkable growth and development, Ireland now exhibits a greatly expanded and diverse pattern of higher education institutions. There are now over 40 institutions in the Republic catering for about 50,000 full-time students.

The academic award pattern reflects a binary third-level structure whereby the two universities, the University of Dublin and the National University of Ireland, confer awards on students in their associated colleges while many of the other third-level colleges receive their academic qualifications from the National Council for Educational Awards (NCEA). The Higher Education Authority (HEA), set up in 1968, acts as a general planning agency for higher education as well as the distribution medium for many colleges of funds provided by the state.

Third-level institutions depend to a large degree on the state for their financial needs; universities currently depending on the state for about 76 per cent of their present income.

Traditionally Irish universities have enjoyed a large degree of academic freedom. However, financial pressures and government policy, reflect a more directive attitude from central government.

Universities/NIHEs

Trinity College is the only college in the University of Dublin (founded 1591) and offers a wide range of university studies. The University confers degrees on successful students taking certain courses in the two Dublin Colleges of Technology, in certain Colleges of Education, and in St Catherine's College of Domestic Science. The National University of Ireland (founded 1908) is based on the federal university model. It has three constituent colleges: University College Cork, University College Dublin and University College Galway. These colleges are the teaching and research organs of the National University and they enjoy a large degree of autonomy. The National University also has six recognised college associated with it: St Patrick's College, Maynooth; the Royal College of Surgeons; 3 Colleges of Education; and St Angela's College of Home Economics.

A striking feature of third-level policy in recent years was the establishment of new forms of higher education institutions. The National Institute for Higher Education,

Limerick (NIHE) opened in 1972 while a similar institute, NIHE Dublin, enrolled its first students in 1980. These institutions were intended as pathfinders in new areas of study with an emphasis on applied studies, incorporating elements of work experience and operating more flexible and varied course structures and modes of evaluation than was usual in the longer-established institutions.

Regional Technical Colleges

A further type of institution new to Ireland is the regional technical college. There are now 9 such colleges; 3 others are planned for the greater Dublin area. The Regional Technical Colleges operate under the aegis of Vocational Education Committees (VECs). They educate for trade and industry over a broad spectrum of occupations ranging from craft to professional level, notably in engineering, science and commerce. Vocational Education Committees also operate longer-established third-level colleges, such as the Limerick College of Art, The Limerick College of Commerce and Technology, the Crawford Institute in Cork and the Dublin Institute of Technology. The Dublin Institute of Technology itself comprises a number of sister colleges; - namely; the Dublin College of catering, The college of Marketing and Design, The College of Commerce, the College of Music and the Colleges of Technology (Bolton Street and Kevin Street).

Colleges of Education and other Third-level Institutions

There are five Colleges of Education for primary teachers - St Patrick's, Our Lady of Mercy, Church of Ireland College and St Mary's Marino (all in Dublin) and Mary Immaculate in Limerick. There are two colleges for Home Economics, St Catherine's in Dublin and St Angela's in Sligo. A specialist college for teachers of physical education and crafts, Thomond College, is located in Limerick. Teachers of Art are trained in the national College of Art and Design, Dublin. Both of these colleges are associated with universities for their degree awards.

Many other colleges including those of professional bodies go to form the varied pattern of Irish higher education.

2. Training of Technical Teachers

The system for the training of teachers of practical technical subjects in schools has undergone a complete change in recent years. Formerly teachers of practical technical subjects were in the main skilled craftspersons who having completed their apprenticeship undertook further education courses prescribed by the Department of Education in approved Technical Colleges. These courses were primarily based in Dublin.

Teachers of practical technical subjects currently are trained in Thomond College of Education in Limerick. The College provides teacher education courses in Wood and Building Technology, Metalwork Technology, General and Rural Science, and Physical Education. The programmes are of four years duration leading to a primary degree awarded by the National Council for Educational Awards. Courses are open to persons who are 17 years and who have completed the Leaving Certificate, or to persons over 20 years who have completed a full apprenticeship and have the Senior Trade Certificate from the Department of Education.

3. Further Development/In-Service Education

Opportunities for the further development of teachers of practical technical subjects through in-service courses have been fairly limited to date. However, one of the main aims of Thomond College is to provide in-service education for teachers. The further development of practical teachers will be catered for through a variety of in-service courses which are organised throughout the calendar year. These include short weekend courses and courses of one week's duration.

The College of Catering (Cathal Brugha St., Dublin) runs a further Education Teachers Certificate Programme for Home Economics Teachers. This one year evening course leads to a City and Guild Qualification.

III. PACKAGES FOR TRAINERS

The Irish Institute for Training and Development (IITD) is developing a "Competency Analysis" package for trainers. This package will enable the trainer to assess his/her own skills, knowledge and level of competence for the purpose of identifying his/her own training needs.

Software Packages

Software Package production for Education and Training is at an embryonic stage in Ireland. A number of computer based instruction packages have been produced, mainly by AnCO and private computer software companies. Audio visual packages (produced by video-makers and other media companies) are on the increase while the NIHE's in conjunction with the National Broadcasting Authority (RTE) are developing plans for a national open university system.

Due to the evolutionary stage of the Irish Courseware Industry, most Irish software packages are generic packages. Few of these packages are specifically geared towards the training of trainers. One of the notable exceptions to this trend is the self-paced learning video package for nurse tutors produced by An Bord Altranais titled "Interviewing and Assessing Student Nurses".

IV. BIBLIOGRAPHY

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The Training Manager in Irish Industry
Dublin, AnCO 1982 24p

A summary report of a survey carried out on training managers in Irish Industry. It outlines the main findings concerning the level of training in Industry, training needs, organisation of training and attitudes to training.

Training of trainers; Training needs; Industry; Inservice training.

2. Aodh O'Cannain
In Ireland : Dossier
In : CEDEFOP Vocational Training Bulletin, No. 13, December 1983

An article summarising the position of trainers in Ireland including those in industry; vocational education and management of training.

Training of trainers; Ireland, vocational education; Training managers; Industry.

3. Brenda McGennis and Sue Leigh Doyle

The Vocational Trainer of Young People in Ireland
Dublin, AnCO/CEDEFOP 1983

This study deals with the vocational situation and further training of trainers in Ireland. It covers trainers in Industry, vocational education, Agriculture, Tourism and catering and the major training organisations. It also deals with a number of socio-economic factors which influence the situation of trainers in Ireland.

Training systems; Training of trainers; Trainer motivation; Vocational education; Industry; Ireland, E.E.C.

4. Thery, Benoit
"Professional Situation and Training of Trainers in the Member States of the European Community"
- Synthesis Report. Berlin, CEDEFOP: 1984

Training of trainers; EEC.

5. M Barry, M Boyle, Research and Planning Division

In-company Training in Ireland Documentary Dossier
AnCO for CEDEFOP, pp 380

This dossier contains documentation listed under nine different categories to illustrate the structure and organisation of in-company training in Ireland.

Training legislation; Training within industry; Financing of training; Methodology; Training of Trainers; Training Policy; Statistics; Ireland E.E.C.

6. IPC

A European Training Manager, Background, Concept and Profile
Irish Productivity Centre for CEDEFOP, October 1985

This paper discusses the concept of a training manager against the background of the general area of the training of trainers and proposes ideas on what the role of a training manager should be in the European Community in order to further the standard of training.

Training of Trainers; Training Manager; E.E.C.

7. Frain (Pat) and Healy (Mel)

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A paper presented to the "Challenge of Industry" Seminar
Dublin National Board for Science and Technology 1982, 19p

This paper discusses some implications of industrial and technical change for the educational system, especially at second level. It looks at the technological and industrial context and at future trends in curriculum development, career counselling, school/industry/community education, Technological education, Vocational preparation, Industry, Technical Progress, Engineering Education.

8 Denny (Terry)

Changing Skill Patterns: A discussion on the training implications of new technology
Dublin, AnCO - The Industrial Training Authority, 1982.

Skills; Upgrading Training; Technological Education; Technology.

9 Healy (Mel) and Davis (Jeds)

The Control and Management of Technology in Society
Dublin, National Board for Science and Technology 1981, 107p.

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Innovations in continuing Education and Training
Dublin AnCO/CEDEFOP 1983

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In : CEDEFOP Vocational Training Bulletin
No. 14 May 1984

Article summarising the benefits of using computer based training. Computer based training; small businesses.

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The Training and Employment Needs of the Construction Industry in Ireland 1980-1985
Dublin, AnCO 1981 202pp.

Industry; Education; Finance; Forecasting; Statistical Survey; Training.

13 Distance Education
An International Review and Directions for Development
Dublin, National Institute for Higher Education, 197p.
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14 The Mark of the Professional
The Irish Management Institute Guide to Management and Training Programmes 1986-1987
Irish Management Institute, Dublin 1986

Primary source of information on the Institutes programmes for the year ending August 1987.

Management; Courses; Ireland.

15 IITD News:
Irish Institute for Training & Development
Bi-monthly Journal available from ITD, 59 Lansdowne Road, Ballsbridge, Dublin 4.

This bi-monthly journal carries coverage of a range of activities relevant to training and development in Ireland.

Recent relevant articles include:

A Systematic Training
IITD Training Module 1,
Owens; David

This articles explores the area of Systematic Training, and presents ideas on how trainers might carry out their responsibilities in a systematic way.

B Analysing Training Needs
IITD Training Module 2,
Flanagan, Vivienne,

This article considers some of the key elements of training needs analysis by the Training Manager.

16 Development '86 A Directory of Training Courses
Institute of Public Administration, pp114.

This contains a list of courses and course contents run by the I.P.A. during 1986.

Training; Courses; Directory; Ireland.

17 ACOT Annual Report 1984
An Chomhairle Oiliuna Talmhaiochta

Council for development in Agriculture.

This report summarises ACOT's activities during 1984 under Advisory Services, Education and Training and organisation and staffing. The section on education and training contains details of the numbers trained and general background information about the activities of this division.

The report also details videos and publications produced by ACOT to aid in education of farmers.

Agricultural training; Teaching aids; Ireland.

18 Agency for Personal Services Overseas Annual Report 1984

This contains details of the activities of APSO in 1984. An account of the role of the training division is included here, including numbers undergoing training with APSO, and the type of training used. Details are also included about the agency's resource centre which contains books and audio-visual stocks for use by trainers and trainees.

Teaching; Teaching Aids; Ireland.

19 An Bord Iascaigh Mhara - The Irish Sea Fisheries Board
Annual Report and Accounts 1984

This report contains information on the activities of the various divisions of BIM. Training is included as one of the topics and a summary of the the extent of training in BIM is provided. Statistics are also provided on all aspects of the fishing industry.

Training; Fishery; Ireland.

20 Irish Institute of Public Administration
1985 Annual Report

This report contains information about each of the functional divisions in the I.P.A. namely Education, Publications, Research, Training and Administration.

Education and Training; Ireland.

21 Aer Lingus Report and Accounts for the year ended March 1985

This report contains general background information and statistics concerning the activities of Aer Lingus.

Statistics; Information; Ireland.

22 The Industrial Development Authority Annual Report 1984
Published by IDA Ireland

This is published in two parts. Part I describes the activities of the IDA and Part II is intended as a statistical supplement to this volume. The Report gives a comprehensive account of the extent of Industrial development in Ireland and gives a region by region account of new projects to develop industry. It also provides statistics on employment in each sector of Irish Industry.

Industry; Statistics; Employment; Ireland.

23 An Post Annual Report and Accounts for year ended 31 December 1984

This report contains details of numbers employed an a brief history of the Irish Post Office.

Information; Statistics.

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Fifty-seventh Annual Report for year ended 31st March 1984

This report contains general background information about activities of the ESB and of training and development in the ESB, i.e. statistics of numbers trained and general policies on training.

Training; Statistics; Background Information.

Training systems; Training assistance; Financing of training; State Aid; Training Levy; Ireland; E.E.C.

25 National Directory of Adult and Community Education Agencies
Dublin, Aontas - National Association of Adult Education 1980, 76p

Adult education directory providing information on agencies participating in Adult Education and their programmes.

Adult education; Recurrent education; Adult education Institute.

26 OECD Economic Surveys 1984/1985
Ireland, April 1985 pp91.

27 Report of AFT/ACOT Review Group

Presented to the Minister for Agriculture 1986.

ACOT (An Chomhairle Oiliuna Talmhaiochta - Council for development in Agriculture). AFT (An Foras Taluntais - The Agriculture Institute).

Dublin Government Publication Sales Office, Sun Alliance House, Molesworth Street, Dublin 2, 1986 69p £3.25.

28 Institute of Public Administration Diary 1987

This year book is a comprehensive directory of Irish life covering the private as well as the public sector. It provides information on a variety of organisations from private companies to government departments. It also contains statistics on agriculture, industry and population.

Dublin I.P.A. Vergemont Hall, Clonskeagh, 1986

An international edition containing all the material in this book except the diary is issued under the title Ireland : A directory under ISBN 090698039.9.

Directory; Organisations; Statistics; Ireland.

29 Employment and Training Incentives : A Guide
Dublin, AnCO/CII small firms association, 1985

This guides purpose is to fill an informative vacuum which existed in relation to the financial support available from the state agencies for employment and training. A comprehensive account of these schemes is provided in the booklet for employers, self-employed, unemployed.

New Publication

CEDEFOP

"TRAINING OF TRAINERS"

The new publications listed overleaf, consisting of a synthesis report and eight Member State monographs, represent the end of the first stage of CEDEFOP's work on this theme.

The importance of pre-service and in-service training of trainers has been emphasized in many of CEDEFOP's reports, and in July, 1981, the Management Board decided to launch a study on the vocational situation and the improvement of the qualifications and skills of teachers and trainers. The national reports were written in 1982 and the synthesis in late 1982 and early 1983.

In approaching the topic, it was found that it was impossible to consider the training of trainers without consideration of a series of other factors relating to their conditions of employment, such as where and for whom they worked, their career patterns, possibilities for mobility, age etc. The making available of training, particularly in-service training, and the take up of such opportunities is heavily influenced by such factors.

Three broad groups of trainers were identified, i.e. those who train within companies, those who train within training organizations, and those who provide (mainly theoretical) vocational education, usually in institutions of the education system. The national reports look at the existing situation in relation to career patterns, mobility in and between these groups, as well as the provision of in-service and pre-service training.

It was decided at an early stage to concentrate on the training of trainers of young people. This was necessary partly because of the very diffuse nature of vocational training systems for adults, and therefore of the structures for employing, and providing training for, the trainers of adults. Basically, therefore, the trainers covered in these reports are those who spend most of their time training young people in the 15-25 age group.

The synthesis report concludes that in order that vocational training systems respond to the challenges which face them

- the technological skills of trainers (i.e. their mastery of the subject matter) have to be developed, updated and possibly redirected.
- new teaching methods have to be adopted which promote the independence, mobility and adaptability of young people in a changing and uncertain employment situation, and which provide training in transferable key skills.
- in order to ease the preparation of young people for employment, trainers, themselves, need to be better acquainted with conditions of work, and with production, organization and management methods used in firms.
- trainers will have to develop their psychological and social awareness in relation to young people in difficulty and become more aware of the development of social behaviour which alters the shape of training provision for young people.

On this basis, the following priorities emerge:
- for teachers of theoretical technical subjects: extensive in-company experience;
- for teachers or instructors of practical subjects, a higher level of technological training;
- for in-firm trainers, more widespread pedagogical training.

For initial training the objective should, therefore, be to diversify training modes or channels, whether formal or informal. This implies systems for equating und awarding credits for studies and professional experience in firms, and educational or social institutions.

The analysis, demographic and statutory, of trainers does, however, confirm the view that priority must be given to the continuing training of practising trainers. This may eventually lead to the transfer of budgetary appropriations from initial to continuing training.

The studies are published in hardback form.

Det europæiske center for udvikling af erhvervsuddannelse
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European Centre for the Development of Vocational Training
Centre européen pour le développement de la formation professionnelle
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Occupation, Function, Organization:

The European Centre for the Development of Vocational Training (CEDEFOP) was established in 1975 by Decision of the Council of the European Communities. CEDEFOP enjoys full autonomy but cooperates closely with the services of the EC Commission.

Tasks
Assisting the EC Commission in the promotion and development of vocational training and continuing education at Community level;
Compiling documentation on recent developments and research activities in relevant fields;
Contributing to the further development and co-ordination of research in these fields;
Fostering and disseminating information and experience;
Compiling information and documentation.

Organization
The Management Board, comprising government, employer and trade union representatives from each of the Member States, together with three representatives of the EC Commission, establishes the Work Programme. A Director and two Deputy Directors bear the legal responsibility for the Centre and are in charge of the day-to-day business. The Centre has a staff of 41 drawn from all Member States. The Centre is financed by the Commission of the European Communities.

Project Themes
Comparison of vocational training systems
Youth unemployment
Equal opportunities
Migrant workers
Training of trainers
Technological development

Activities
Organization of meetings, seminar and conferences;
Assignment of research studies and coordination of pilot projects;
Publication of research reports, studies, documentation and bibliographies;
Publication of two periodicals (Vocational Training Bulletin, CEDEFOP news).

☐ VOCATIONAL TRAINING PERSONNEL IN BELGIUM: SITUATION, TRAINING AND PROSPECTS
Ernst Carlier
Languages: EN, FR
☐ EN ISBN 92-825-3797-8 1983, 102 pp.
☐ FR ISBN 92-825-3798-6 1983, 65 pp.
Price: ECU 4, BFR 185, FF 28, UKL 2.40, IRL 3, USD 4

☐ VOCATIONAL TRAINING STAFF IN DENMARK
Else Koefoed
Languages: EN, FR
☐ EN ISBN 92-825-3804-4 1983, 73 pp.
☐ FR ISBN 92-825-3805-2 1983, 102 pp.
Price: ECU 4, BFR 185, FF 28, UKL 2.40, IRL 3, USD 4

☐ TRAINERS AND TEACHERS IN VOCATIONAL TRAINING IN THE FEDERAL REPUBLIC OF GERMANY
Beate Krais, Marlies Krebstakies
Languages: EN, FR, DE
☐ EN ISBN 92-825-3814-1 1983, 88 pp.
☐ FR ISBN 92-825-3815-X 1983, 108 pp.
☐ DE ISBN 92-825-3813-3 1983, 94 pp.
Price: ECU 4, BFR 185, DM 9,50, FF 28, UKL 2.40, IRL 3, USD 4

☐ TEACHING PERSONNEL IN INITIAL VOCATIONAL TRAINING IN FRANCE (CONDITIONS OF SERVICE, QUALIFICATIONS, TRAINING TRACKS)
A. Coqblin, A. Quincy
Languages: EN, FR
☐ EN ISBN 92-825-3802-8 1983, 114 pp.
☐ FR ISBN, 92-825-3803-6 1983, 83 pp.
Price: ECU 4, BFR 185, FF 28, UKL 2.40, IRL 3, USD 4

☐ THE VOCATIONAL TRAINERS OF YOUNG PEOPLE IN IRELAND
Sue Leigh Doyle, Brenda McGennis
Languages: EN, FR
☐ EN ISBN 92-825-3809-5 1983, 79 pp.
☐ FR ISBN 92-825-3810-9 1983, 88 pp.
Price: ECU 4, BFR 185, FF 28, UKL 2.40, IRL 3, USD 4

☐ VOCATIONAL TRAINING STAFF IN ITALY: CURRENT SITUATION AND FUTURE TRENDS
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☐ EN ISBN 92-825-3806-0 1983, 76 pp.
☐ FR ISBN 92-825-3807-9 1983, 80 pp.
☐ NL ISBN 92-825-3808-7 1983, 76 pp.
Price: ECU 4, BFR 185, FF 28, HFL 10,50, UKL 2.40, IRL 3, USD 4

☐ THE VOCATIONAL TRAINER OF YOUNG PEOPLE IN THE UNITED KINGDOM
Michael J. Kelly
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☐ FR ISBN 92-825-3812-5 1983, 104 pp.
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☐ DE ISBN 92-825-3842-7 1984, 174 pp.
Price: ECU 4, BFR 185, DM 9,50, FF 28, UKL 2.40, IRL 3, USD 4

EN

CEDEFOP's Information and Publications Policies

The European Centre for the Development of Vocational Training (CEDEFOP) was established by Regulation of the Council of the European Communities in February, 1975, as a result of the Social Action Programme launched by the Communities in 1974.

It is governed by a Management Board composed of three representatives of the Commission of the European Communities and three representatives from each of the twelve Member States of the European Community, of whom one is a representative of the trade unions, another of employers' organizations and a third of governments.

CEDEFOP's objective is to assist the development of vocational training policy in the Communities, by supplying technical and scientific advice and information to both the Community Institutions, particularly the Commission, and authorities and organizations in the Member States. Its instruments are the organization of seminars and conferences, the collection and dissemination of information, and the publication of specific reports and periodicals. CEDEFOP publishes three periodicals. "CEDEFOP news" is published four times each year in English, French, German, Italian and Dutch. It is available free of charge on request and contains brief information items concerning activities in the field of vocational training at Community level and in the Member States. It also provides information on CEDEFOP's own activities.

CEDEFOP's Bulletin on "Vocational Training" is published three times a year in all of the Community languages. Usually it deals in depth with a particular theme. It is available on subscription.

"CEDEFOP flash" presents brief reports on the results of CEDEFOP's most recent activities. It is issued about ten times a year in three languages (English, French, German) and is available on request from CEDEFOP.

CEDEFOP also publishes and distributes through the Office for Official Publications of the European Communities and its sales offices in its Member States the results of the studies and conferences it organizes. A full list of these publications, information concerning subscriptions to "Vocational Training", copies of CEDEFOP news, the Annual Report and a brochure concerning CEDEFOP can all be obtained on request by writing to:

European Centre for the Development of Vocational Training (CEDEFOP)
Bundesallee 22
D-1000 Berlin 15
Tel. (030) 88 41 20
Telex: 184163 eucen d
Telefax: 030 884 12222

In addition to providing information on specific vocational training issues or on the systems of vocational training through its own publications, CEDEFOP through its library and documentation services provides additional information concerning vocational training activities at Community level and in the Member States. About 250 periodicals in the field of vocational training can be consulted in its library as can about 8,000 books, as well as files relating to vocational training institutions and specific vocational training themes. The key instrument for tracing material is the bank of indexed and catalogued references to the most significant books and articles on vocational training published by the Member States and national organizations. This consists of some 25,000 references to works, only some of which are actually held by CEDEFOP. Computerization of the catalogues is in process with a view to eventually providing an on-line service with the assistance of a data-bank host organization to those interested.

This work has been made possible by the preparation and publication of CEDEFOP's Thesaurus on "Vocational Training". It has been published by CEDEFOP in four languages (English, French, German and Italian), while a Portugese version is also available and Spanish and Greek versions are being prepared. In the preparation of the Thesaurus, and in many other aspects of its documentation work, CEDEFOP cooperates closely with both the central and national units of EURYDICE, the European Community's education information network.

To help it carry out these tasks, CEDEFOP has established a documentary information network consisting of one institution in each Member State. These institutions provide indexations and abstracts of the most important publications and journal articles in the field of vocational training in their country, make contributions to bibliographies and documentary dossiers on particular subjects and provide answers to questions raised by policy makers, researchers and practitioners, channelled through CEDEFOP or other members of the network. At present, the following institutions are members of the network:

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The Commission's unit of EURYDICE, the International Labour Office's Training Branch and Library and the International Centre for Advanced Technical and Vocational Training in Turin work closely with the network and are invited to its meetings.

This volume is the result of the work of the documentation network. Further information on it can be obtained from the addresses above or from CEDEFOP, where Ms. Martina Ni Cheallaigh, Ms. Letizia Weiss, Ms. Gabriella Triches and Mr. Michael Adams are responsible for this work, under the direction of Dr. Corrado Politi, Deputy Director.

FR

La Politique du CEDEFOP en matière d'information et de publications

La Centre européen pour le développement de la formation professionnelle (CEDEFOP) institué en février 1975 en vertu d'un Règlement du Conseil des Communautés européennes, constitue une émanation du Programme d'action sociale lancé par les Communautés en 1974.

Il est dirigé par un Conseil d'administration composé de trois représentants de la Commission des Communautés européennes et de trois représentants pour chacun des douze Etats membres des Communautés européennes, l'un représentant les syndicats, le second les organisations d'employeurs et le troisième le gouvernement.

Le CEDEFOP a pour objectif d'apporter son concours au développement de la politique de formation professionnelle dans la Communauté en fournissant des conseils et des informations techniques et scientifiques aux institutions communautaires, notamment à la Commission, et aux instances et organismes des Etats membres. L'organisation de séminaires et de conférences, la collecte et la diffusion d'informations et la publication de rapports et de publications périodiques spécifiques constituent ses moyens d'action.

Le CEDEFOP publie trois périodiques. "CEDEFOP news" paraît quatre fois par an en allemand, anglais, français, italien et néerlandais. Il peut être obtenu gratuitement sur demande, il contient de brefs articles d'information sur les activités dans le domaine de la formation professionnelle au niveau de la Communauté et des Etats membres. Il renseigne également sur les activités du CEDEFOP.

Le bulletin du CEDEFOP "Formation professionnelle" est publié trois fois par an dans toutes les langues de la Communauté. Généralement, il traite à fond d'un thème spécifique. La diffusion se fait par abonnement.

"CEDEFOP flash", qui paraît environ 10 fois par an en trois langues (allemand, anglais et français), présente de brefs rapports sur les activités les plus récentes du CEDEFOP. Il peut être obtenu sur demande auprès du CEDEFOP.

Le CEDEFOP diffuse également les résultats des études qu'il réalise sur les thèmes précités, par l'intermédiaire de l'Office des publications officielles des Communautés européennes et de ses points de vente dans les Etats membres. On peut obtenir une liste complète de ces publications, des informations concernant l'abonnement à "Formation professionnelle", des numéros de CEDEFOP news, le Rapport annuel et une brochure sur le CEDEFOP en les demandant par écrit au:

Centre européen pour le développement de la formation professionnelle (CEDEFOP)
Bundesallee 22
D-1000 Berlin 15
Téléphone: (030) 88 41 20
Telex: 184163 eucen d
Télécopieur: 030 8841 2222

Outre les informations sur des thèmes spécifiques de la formation professionnelle ou sur les systèmes de formation professionnelle qu'il fournit par ses propres publications, le CEDEFOP essaie, grâce à ses services de bibliothèque et de documentation, d'apporter des informations complémentaires sur les activités de formation professionnelle au niveau de la Communauté et des Etats membres. On peut consulter dans sa bibliothèque près de 250 périodiques sur la formation professionnelle, environ 8000 livres, ainsi que des dossiers relatifs à des thèmes spécifiques et aux organismes de formation professionnelle. L'instrument-clé ouvrant l'accès à cette documentation est une banque de références indexées et cataloguées, se rapportant aux livres et articles les plus significatifs publiés en la matière par les Etats membres et les organismes nationaux. Cette banque comprend quelque 25000 références à des ouvrages dont certains seulement se trouvent effectivement au CEDEFOP. L'informatisation, en cours, des catalogues doit permettre à long terme d'offrir aux intéressés un service en ligne avec l'assistance d'un serveur. Ce travail a été possible grâce à la préparation et à la publication du thesaurus du CEDEFOP sur la formation professionnelle, en quatre langues (allemand, anglais, français et italien). Une version portugaise est également disponible, et des versions grecque et espagnole sont en chantier. Tant dans la préparation du thesaurus que sur de nombreux autres aspects de son travail de documentation, le CEDEFOP coopère étroitement avec les unités nationales et l'unité centrale d'EURYDICE, le réseau d'information sur l'éducation de la Communauté européenne.

Pour l'aider dans l'exécution de ces tâches, le CEDEFOP a mis en place un réseau de coopération documentaire qui compte un organisme par Etat membre. Ces organismes fournissent des indexations, des abrégés, des publications et des articles de journaux les plus importants sur la formation professionnelle dans le pays concerné; ils apportent des contributions aux bibliographies et aux dossiers documentaires sur des thèmes spécifiques et répondent aux questions posées par des chercheurs, des praticiens et des responsables de la formation professionnelle, et reçues par le CEDEFOP ou par d'autres membres du réseau.

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L'unité EURYDICE de la Commission, la section formation et la bibliothèque du BIT ainsi que le Centre international de Perfectionnement Professionnel et Technique de Turin coopèrent étroitement avec le réseau et sont invités à ses réunions.

Le présent volume constitue le résultat des travaux du réseau de coopération documentaire. Des renseignements complémentaires peuvent être obtenus aux adresses citées ci-dessus ou auprès du CEDEFOP où Mme Martina Ni Cheallaigh, Mme Letizia Weiss, Mme Gabriella Triches et M. Michael Adams sont responsables de ces travaux sous la conduite de M. Corrado Politi, Directeur adjoint.

DE

CEDEFOPs Informations- und Veröffentlichungspolitik

Das Europäische Zentrum für die Förderung der Berufsbildung (CEDEFOP) wurde im Februar 1975 durch Verordnung des Rates der Europäischen Gemeinschaft im Rahmen des 1974 vorgelegten Sozialpolitischen Aktionsprogramms der EG errichtet.

Das Zentrum wird von einem Verwaltungsrat verwaltet, gebildet aus drei Vertretern der EG-Kommission und drei Vertretern jedes der zwölf Mitgliedsstaaten der Europäischen Gemeinschaft, von denen jeweils einer die Arbeitnehmerorganisationen, die Arbeitgeberverbände und die Regierungsseite vertritt.

CEDEFOP hat die Aufgabe, durch wissenschaftliche und technische Beratung und Information sowohl der Gemeinschaftsinstitutionen, insbesondere der Kommission, als auch der Behörden und Organisationen in den Mitgliedstaaten die Berufsbildungspolitik auf Gemeinschaftsebene zu fördern und weiterzuentwickeln. Zu diesem Zweck führt das Zentrum Konferenzen und Seminare durch, sammelt und verbreitet zweckdienliche Informationen und veröffentlicht Einzelberichte und Periodika.

CEDEFOP gibt drei Periodika heraus. Das Nachrichtenblatt "CEDEFOP news" erscheint zur Zeit viermal jährlich in Deutsch, Englisch, Französisch, Italienisch und Niederländisch und ist auf Anfrage kostenlos erhältlich. Es enthält Kurzinformationen über Arbeiten und Initiativen im Bereich der Berufsbildung auf Gemeinschaftsebene und in den Mitgliedstaaten sowie Informationen über die Tätigkeit des Zentrums selbst.

CEDEFOPs Zeitschrift "Berufsbildung" erscheint gegenwärtig dreimal jährlich in allen Gemeinschaftssprachen. Jedes Heft ist im allgemeinen einem bestimmten Thema gewidmet. Die Zeitschrift kann im Abonnement bezogen werden.

Außerdem gibt CEDEFOP eine Schnellinformation über die jüngsten Ergebnisse seiner Arbeit heraus, "CEDEFOP flash", die etwa 10mal jährlich auf deutsch, englisch und französisch erscheint und auf Anforderung erhältlich ist.

Über das Amt für amtliche Veröffentlichungen der Europäischen Gemeinschaften und dessen Vertriebsstellen in den Mitgliedstaaten veröffentlicht das Zentrum ferner die Ergebnisse der Untersuchungen und Veranstaltungen. Eine vollständige Liste dieser Veröffentlichungen, Informationen über die Abonnierung der Zeitschrift "Berufsbildung", Exemplare von "CEDEFOP news" sowie der Jahresberichte und eine Broschüre über das Zentrum sind auf schriftliche Anfrage erhältlich bei:

Europäisches Zentrum für die Förderung der Berufsbildung (CEDEFOP)

Bundesallee 22
D-1000 Berlin 15
Tel.: (030) 88 41 20
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CEDEFOP — European Centre for the Development of Vocational Training

The training of trainers in Ireland:
A documentary dossier

AnCO — The Industrial Training Authority

CEDEFOP Document

Luxembourg: Office for Official Publications of the European Communities

1987 — 85 pp. — 21.0 × 29.7 cm

EN

ISBN 92-825-7604-3

Catalogue number: HX-49-87-511-EN-C

Price (excluding VAT) in Luxembourg

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ISBN 92-825-7604-3